

### **Assignment/Replacement of CNPweb Passwords**

#### **Purpose:**

This instruction sets forth the policy on requesting a lost or forgotten password for access to the CNPweb.

#### **Scope:**

Sponsors participating in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and/or the Summer Food Service Program (SFSP).

#### **Description:**

Assignment or replacement of lost/forgotten passwords must be requested either in writing or by e-mail. Phone calls are not accepted. Replacement passwords (always new) will be mailed (by e-mail or postal mail) to the "Executive" contact of a Sponsoring Organization. Passwords will be assigned by one of the System Administrators or their designee.

**SOURCE:** DIVISION OF SCHOOL AND COMMUNITY NUTRITION POLICY.